



Kelio Employee Self-Service

Involve your employees in duties and information management

Kelio Employee Self-Service allows you to decentralise some administrative duties, to share information and to give your staff a sense of responsibility.

Employee Self-Service

→ Clocking in in real time

Your staff can easily and quickly clock in at the beginning of their job, their breaks, their business leave and out at the end of their job.

→ Submitting absence requests

Your staff can submit absence requests by PC to be approved by their manager who will receive an email. This replaces the need for paper based records. You can synchronise the employee absences with the calendar in the email inbox (Microsoft Outlook® or Lotus Notes®).

→ Consulting your personal results

In order to limit requests for information to your HR department, employees can consult their individual accounts.

→ Declaring your attendance times

Enable your employees to declare their clockings before they are validated by their managers.

→ Consulting your personal data

Empower your staff by allowing them to view and modify their T&A files.



Virtual clock screen

Annual absence calendar

+ Additional features:

- The Kelio Employee Self-Service features are accessible on the Kelio touch terminal.





Kelio Employee Self-Service

Involve your employees in duties and information management

Manager interface

→ Validating absence requests

To simplify the administration process and replace hard copy absence sheets, managers can be requested to validate absences easily. An email is sent to inform the manager of the latest status change of the request.

→ View absences and attendance in real time

Your managers can see who is in attendance at any point in real time.

→ Consulting data

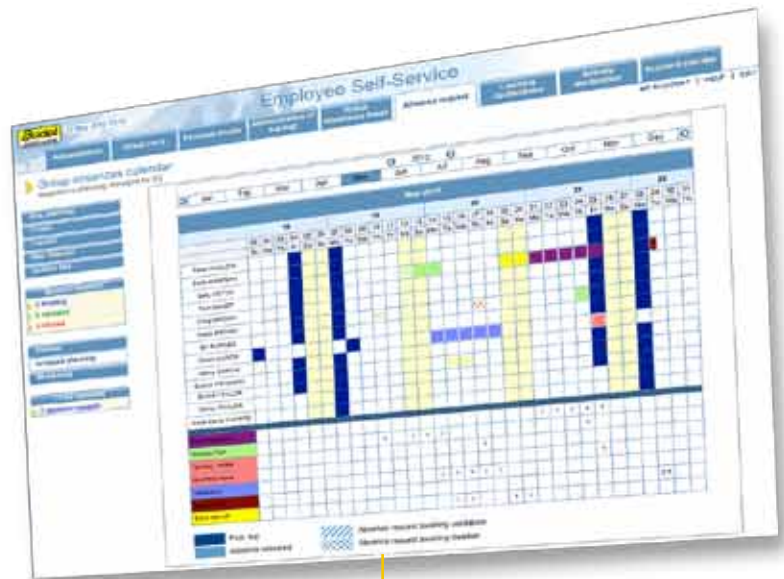
Involve your managers by allowing them to monitor HR files, absence forecasts, attendance and absence planning, anomalies and balances.

→ Receiving alerts

Your managers can automatically receive emails in their Microsoft Outlook® Inbox so they can deal with the absence requests of their teams or be alerted of anomalies.

→ Decentralising the follow-up of administrative duties

Involve your managers in handling HR administration and ensure confidentiality of your HR information.



Planning screen for one team



Screen of absentees / present in real time



T&A file



Kelio Employee Self-Service Analytics

Involve your employees in job costing declaration

Employee Self-Service

→ Real time activity declarations

To create records of the hours spent on a project, a customer or an activity, your staff can enter their activities in real time.

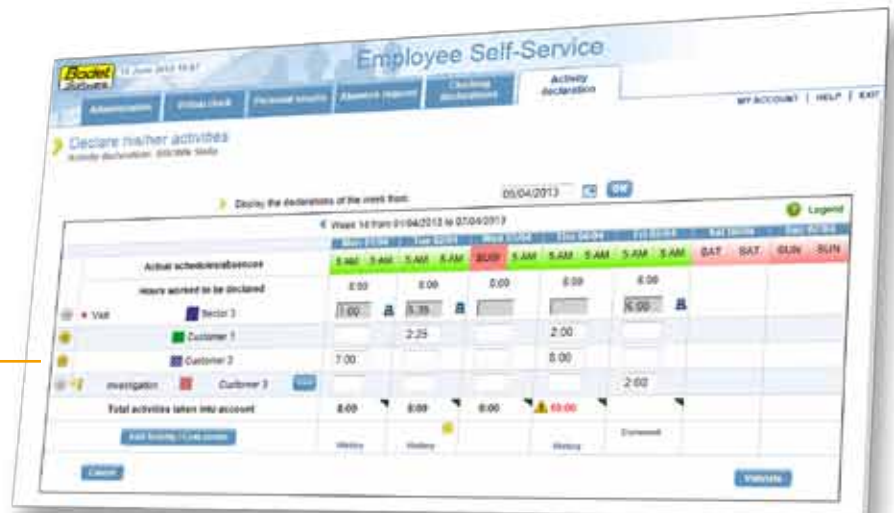
Real time activity entry screen



→ Activity declarations after the event

To clearly identify the hours spent on a project, a customer or an activity, your staff can enter their activities as a percentage, as hours or as a period.

Activity declaration entry screen



Manager interface

→ Activity declaration monitoring and approval

To easily control the time declarations of the staff, your managers have at their disposal a dashboard for declarations to be checked.

→ View the activity reports

Report activity results of individual or grouped totals.

Report activity totals with their costs

Activity	Customer	Date	Hours	Cost	Report ID
Activity 1	Customer 1	11	4:57	219	104
Activity 1	Customer 2	12	2:10	221	105
Activity 1	Customer 3	13	3:02	226	107
Activity 1	Customer 4	14	4:00	22	108
Activity 1	Customer 5	15	4:00	22	109
Activity 1	Customer 6	16	4:27	226	110

Employee Self-Service Mobile

Certified from Android V2.3 Gingerbread, Blackberry OS 5 and Apple iOS4.



→ Recording attendance times

To clearly identify attendance times or hours spent on an activity or on a cost centre, your staff can enter their times on their smartphones in real time. Thanks to geolocation, you know exactly where the employee clocked in.

→ Creating absence requests

To simplify the administration process, your staff can create absence requests to be approved by their manager via smartphone.



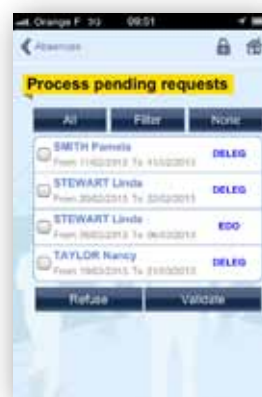
→ Consulting your personal results

Your employees can view their individual accounts (balances and totals) on their mobile phone.



→ Managing attendance times for your team

Enable your team leaders to record their team's attendance, activity or cost centre time with Kelio Mobile. This function includes geolocation.



→ Validating absence requests

Mobile phone means flexibility and time saving for validators. So, your managers can easily validate absence requests of their staff.



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